

**RESOLUTION NO. 4112**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLEDAD  
APPROVING THE JOB CLASSIFICATION OF HUMAN RESOURCES TECHNICIAN,  
ADOPTING A JOB DESCRIPTION AND ESTABLISHING RANGE 40 OF THE CITY'S  
PAY SCHEDULE AS THE ESTABLISHED SALARY RANGE**

**WHEREAS**, on August 29, 2007, the City Council approved the FY 2007-08 Budget that included funding for a new Job Classification of "Human Resources Technician"; and

**WHEREAS**, this single position classification will perform a variety of paraprofessional level duties; and

**WHEREAS**, the City does not have an approved Job Classification, Job Description and Salary Range for a "Human Resources Technician"; and

**WHEREAS**, Staff is proposing a job description for the "Human Resources Technician" outlining the scope of duties and responsibilities and minimum qualifications for the classification; and

**WHEREAS**, the proposed salary range for the "Human Resources Technician" classification is Range 40 of the City's Pay and Classification Plan (Mid-Management & Confidential salary schedule).

**NOW THEREFORE, BE IT HEREBY RESOLVED** that the City Council of the City of Soledad hereby approves the Job Classification for "Human Resources Technician." The Council also approves the job specification (job description) for the position, as set forth in Exhibit "A," attached hereto and by this reference incorporated herein.

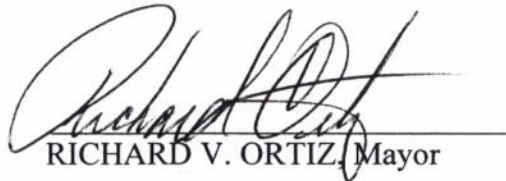
**PASSED AND ADOPTED** at a regular meeting of the City Council of the City of Soledad duly held on the 7th day of November 2007, by the following vote:

**AYES**, and in favor thereof, Councilmembers: Martha Camacho, Juan Saavedra, Patricia Stephens, Mayor Pro Tem Christopher Bourke, Mayor Richard Ortiz

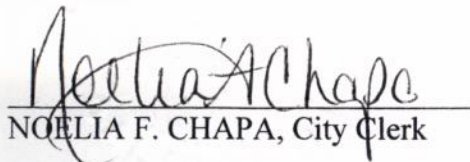
**NOES**, Councilmembers: None

**ABSTAIN**, Councilmembers: None

**ABSENT**, Councilmembers: None

  
RICHARD V. ORTIZ, Mayor

**ATTEST:**

  
NOELIA F. CHAPA, City Clerk

**HUMAN RESOURCES TECHNICIAN**

**DEFINITION**

Under general supervision, performs a variety of confidential paraprofessional, technical, and office administrative human resources support functions, including assisting in the recruitment, testing, and selection of staff; provides office administrative and secretarial support to the department manager and related professional staff; prepares, reviews, and distributes personnel and human resources information systems records; assists in completing various personnel studies and reports; and performs related work as required.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Assistant City Manager. No direct supervision of staff is exercised.

**CLASS CHARACTERISTICS**

This confidential paraprofessional class is responsible for conducting day-to-day administrative support activities and for providing a technical resource for organizational, managerial, and related analyses and studies. Successful performance of the work requires the frequent use of tact, discretion, and independent judgment, knowledge of departmental and City activities, and extensive staff, public, and organizational contact. This class is distinguished from other office support classes by the nature, scope, complexity, and diversity of responsibilities involved in the human resources function. This class is further distinguished from the Management Analyst in that the latter is a professional-level class with high-level analytical and programmatic responsibilities requiring a four-year degree.

**EXAMPLES OF ESSENTIAL JOB FUNCTIONS** (Illustrative Only)

*Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Assists in the recruitment, testing, and selection of employees, including preparing advertisements and recruitment job flyers, coordinating recruitment processes, scheduling, application screening, written performance tests and interviews.
- Writes, advertises, posts, and mails job bulletins; screens applications for minimum qualifications.
- Schedules and coordinates selection processes; obtains raters for selection panels and arranges interviews involving employees and other parties.
- Prepares eligibility lists, notifies candidates at all steps of the selection process; coordinates employee pre-placement physical examinations for newly-hired employees.
- Notifies hiring departments and reviews testing and interview results; conducts reference checks to obtain additional candidate information; establishes and maintains eligibility lists for positions.
- Prepares correspondence related to employment, selection procedures, and interview results; maintains forms and databases.
- Maintains the applicant-tracking database; conducts recruitments for temporary positions; and responds to requests for employment verification.

- Answers questions regarding open positions, applications procedures, employment procedures, and basic salary administration practices.
- Prepares and updates information in personnel database records, including new positions, vacancies, and performance evaluation records.
- Assists in performing job analyses and salary surveys.
- Performs administrative work related to multi-tiered employee benefits programs that include plans such as retirement, long-term disability, health, life, dental, vision, deferred compensation, and employee assistance.
- Coordinates the employee eligibility and payment computation for employee and retiree benefit and insurance programs with the payroll and accounting divisions.
- Responds to employee and retiree questions and complaints, and interfaces with third-party administrators to resolve claims appeals.
- Enters salary and benefit enrollment and changes into the automated payroll system; processes personnel actions and enters into the automated payroll system, as appropriate.
- Interprets and applies Federal, State, and local laws and regulations concerning payroll transactions and reports.
- Conducts orientations for newly hired employees and answers employee questions regarding benefits, open enrollment periods, and other information regarding employee benefits.
- Develops training brochures, maintains training calendar, registers, trains, and assists with preparation of event sites and course materials.
- Maintains and updates job descriptions and maintains City's organizational charts.
- Receives and screens visitors and telephone calls, providing a high level of customer service to both external and internal customers; provides information to City staff, other organizations, and the public, requiring the use of judgment and the interpretation of complex policies, rules, procedures, and ordinances.
- Attends to a variety of office administrative details, such as keeping informed of departmental activities, transmitting information, processing contracts and agreements, attending meetings, and serving on various task forces and committees.
- Oversees and ensures that the office administrative functions of the department are effectively carried out; recognizes and solves issues and problems in situations that may require the use of tact, independent judgment and skill in resolving conflicts.
- Maintains a calendar and coordinates the schedule of departmental management staff, representatives of other organizations and the public; makes travel arrangements as required.
- Organizes and maintains various administrative, confidential, reference, and follow-up files; purges files as required; may assist in the maintenance of the official records of the City and receives official documents as assigned.
- Operates standard office equipment, including job-related computer hardware and software applications, facsimile equipment, and multi-line telephones.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Basic principles and practices of human resources in a public agency setting.
- Policies and procedures related to recruitment, selection, classification, and compensation.
- Methods, techniques, and practices of data collection and basic report writing.
- Business letter writing and standard writing practices for correspondence and reports.
- Correct English usage, including spelling, grammar, and punctuation.
- Applicable Federal, State, and local laws, codes, and regulations.
- Records management and filing principles and practices.

- Business arithmetic and basic statistical techniques.
- Computer applications related to the work, including word processing and spreadsheet applications.
- Basic principles of record keeping and cash handling.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for dealing effectively with the public, vendors, contractors, and City staff, in person and over the telephone.
- Techniques for providing a high level of customer service to the public and City staff, in person and over the telephone.

**Ability to:**

- Interpret, apply, and explain policies, procedures, and practices of personnel administration.
- Review personnel documents for completeness and accuracy.
- Plan effective recruitment, testing, and selection practices.
- Maintain accurate and confidential personnel records.
- Perform technical human resources support work.
- Review, balance, and reconcile employee benefit records.
- Maintain and produce accurate reports in a timely manner.
- Make accurate arithmetic calculations.
- Provide complex secretarial support to the department head, department operations, and other staff.
- Use specialized human resources and applicant tracking software, including database management, graphics and publication production, and departmental website maintenance.
- Enter and retrieve data from a computer with sufficient speed and accuracy.
- Take notes rapidly and accurately transcribe own notes.
- File materials alphabetically, chronologically, and numerically.
- Organize own work, coordinate projects, set priorities, meet critical time deadlines, and follow up on assignments with a minimum of direction.
- Operate modern office equipment including computer equipment and software programs.
- Use English effectively to communicate in person, over the telephone and in writing.
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to completion of the twelfth (12th) grade, supplemented by college-level coursework or specialized training in human resources, personnel, risk management, or a related field, and three (3) years of clerical and technical human resources support experience.

**License:**

- Valid California class C driver's license with satisfactory driving record may be required.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and

over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard, typewriter keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

**ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.